



RICK SNYDER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

SHELLY EDGERTON  
DIRECTOR

**Construction Code Commission**  
Upper Level, Conference Room #3  
611 West Ottawa Street  
Lansing, Michigan 48933

**APPROVED 1/11/2017**

**MINUTES**  
**October 5, 2016**  
9:30 a.m.

**MEMBERS PRESENT**

Mr. William Benoit, Jr. (Chair)  
Mr. Thomas Baldwin  
Mr. Michael Boss  
Mr. Frederick Butters  
Mr. James Cripps  
Mr. Anthony D'Ascenzo  
Mr. Matthew Reno  
Mr. Donald Staley  
Dr. Joseph Sucher  
Mr. Kenneth D. Misiewicz  
Mr. Roger Papineau  
Mr. Adam Krouse

**MEMBERS ABSENT**

Mr. Greg Pollack  
Mr. William Duffield  
Mr. Thomas Erdman  
Mr. Matt Zurbrick  
Mr. Daryl Gallant

**DEPARTMENT PERSONNEL PRESENT**

Mr. Keith Lambert, Acting Director, BCC  
Ms. LeeAnn Allaire, Manager, Administrative Services Division, BCC  
Mr. Scott Patterson, IT Analyst, Administrative Services Division, BCC  
Ms. Lakisha Thomas, Assistant, Administrative Services Division, BCC  
Ms. Sara Leiby, Secretary, Plan Review & Permits Division, BCC

**OTHERS IN ATTENDANCE**

Mr. Ray Hausbeck, Saginaw Township  
Ms. Cindy Maher, MPMCA  
Ms. Laura Kopack, MCA Detroit

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**1. CALL TO ORDER AND DETERMINATION OF QUORUM**

Chairman Benoit called the meeting to order at 9:31 a.m. A quorum was determined present at that time.

**2. APPROVAL OF AGENDA**

A **MOTION** was made by Commissioner Baldwin and **SECONDED BY** Commissioner Cripps to approve the Agenda. **MOTION CARRIED.**

**3. APPROVAL OF MINUTES**

A **MOTION** was made by Commissioner Sucher and **SECONDED BY** Commissioner Reno to approve the board meeting minutes for the April 6, 2016 meeting. **MOTION CARRIED.**

**4. DIRECTOR'S REPORT**

**Reorganization:**

- a. The Bureau underwent a reorganization in early August to streamline services and processes. The Licensing & Complaints Division handles all licensing & complaints within the Bureau; The Permits and Plan Review Divisions have been combined to help coordinate construction projects; The Boiler and Elevator Divisions have been combined into one division; Ms. LeeAnn Allaire and Ms. Lakisha Thomas from the Administrative Services Division facilitate all board and commission meetings; and the Land Survey & Remonumentation Division will handle subdivision plats, Affidavit of Affixtures, and land survey corners.

**PSI:**

- b. The bureau has partnered with PSI to conduct all licensing exams with the exception of the Mechanical Contractor examination. The Licensing & Complaints Division will process exam applications.

**Accela:**

- c. The bureau has completed its first phase which includes E-Plan Check. This phase will allow applicants to renew licenses, apply for exams, file permits and submit required plans electronically. The second phase is to bring elevator aboard. On September 26<sup>th</sup> Accela went live with complaints and Act 54 training. The public will now also have the ability to anonymously file a complaint through Accela. Statutes for licenses, registration and permits can be reviewed online.

**FOIA and List Request:**

- d. FOIA requests will now be handled by the department to assure consistency. List requests will no longer be free of charge.

**School Site Plan Authority:**

- e. Mr. Lambert presented the commission with a slide show on School Site Plan Authority Act. Discussion took place on the matter.

**BCC Philosophy:**

- f. The bureau is changing its philosophy. The department's is "Customer Driven Business Minded". Going forward "Goal Driven Accomplish "Minded is a new philosophy the bureau will follow. Engaging and communicating with customers, industries and stake holders is a goal the bureau has set and plans to accomplish.

**Barrier Free vs Code Appeal:**

- g. Mr. Lambert informed the commissioners that council attend the next Construction Code Commission Meeting to be held on January 11, 2017, to go over the appeals process of the Construction Code Act and answer any questions the commissioners may have.

**Skilled Trades Act:**

- h. Mr. Lambert provided an update of the proposed Skilled Trades Act bill and what can be expected as a final outcome.

**5. UNFINISHED BUSINESS**

None

**6. NEW BUSINESS**

- a. There was discussion regarding the MRC errors and conflicts. Mr. Lambert informed the commission that the errors and conflicts that was taken up at the previous meeting was a declaration of policy only and has no force or effect of law.

**7. PUBLIC COMMENT**

- a. Ms. Cindy Maher, Michigan Plumbing and Mechanical Contractor Association, thanked Mr. Lambert for explaining the Bureau's position on the Skilled Trades Act. Ms. Maher stated that they have been working with Senator Horn's office as well as LARA. Ms. Maher informed commissioners that even though the process is taking time, her association is behind the concept.

**8. AIR BARRIER PRESENTATION**

- a. Mr. Allen Wiechert presented the Commission with a presentation on air barrier. Mr. Wiechert explained what an air barrier is and how it should be properly used. Mr. Wiechert also provided the commission with exhibits on air barrier insulations on buildings.

**9. ACCELA DEMONSTRATION**

- a. Mr. Patterson presented a step by step demonstration on the process of registering for an account and filing a permit through the online Accela program. Mr. Patterson also demonstrated how licensees are able to renew their license online.

**10. 2017 MEETING DATES**

1/11(9:30 am, 611 W. Ottawa Street, Upper Level Conference Room #3)

4/12, 7/12, 10/11 (9:30 am, 611 W. Ottawa Street, Upper Level Conference Room #4)

11. **ADJOURNMENT**

A **MOTION** was made by Commissioner Papineau and **SECONDED BY** Commissioner Misiewicz to adjourn the meeting at 11:40 a.m. **MOTION CARRIED.**